

UNIT CODE	PSPCRT001
UNIT TITLE	Audio record court proceedings
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to prepare, set up, record and rectify any issues in relation to the audio recording of court proceedings.</p> <p>This unit applies to those working within the law court system and is applicable across different court environments.</p> <p>Those undertaking this unit would generally work independently. They would perform routine tasks in familiar contexts.</p> <p>The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Courts
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for content of matter to be heard	<p>1.1 Check court roster to identify jurisdiction, presiding officials and status of case.</p> <p>1.2 Locate and check existing glossaries, running sheet and previous transcripts, including information specific to the case or jurisdiction.</p>

2. Prepare for audio and/or visual recording	2.1 Set up and check microphone and/or recording equipment and cabling. 2.2 Document recording details. 2.3 Approach counsel at the bar to establish clear identification for audio purposes. 2.4 Obtain case information and review court file for relevant information. 2.5 Ensure special requirements for relief recorders are included in preparations.
3. Undertake audio and/or visual recording of proceedings	3.1 Operate recording equipment to achieve high-quality recording. 3.2 Maintain court protocol, particularly while dealing with legal representatives and responding to queries regarding the transcript. 3.3 Clarify proceedings during adjournments. 3.4 Advise supervisor when court is completed or adjourned. 3.5 Process and secure recorded material in readiness for handover. 3.6 Transfer audio materials to court reporters.

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> understand court procedures and familiar documents.
Writing skills to:	<ul style="list-style-type: none"> complete a variety of forms to record court outcomes.
Oral communication skills to:	<ul style="list-style-type: none"> communicate with a diverse range of people.
Initiative and enterprise skills to:	<ul style="list-style-type: none"> manage work effectively.
Self-management skills to:	<ul style="list-style-type: none"> manage a large volume of work to meet required guidelines.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPCRT001 Audio record court proceedings.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPCRT001 Audio record court proceedings
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PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ record one proceeding in two or more types of courts ■ for the above recordings: <ul style="list-style-type: none"> ○ meet required deadlines ○ provide clear instructions ○ produce high quality audio and visual recording of court proceedings.
KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ legislation, regulations, policies, procedures and practice relating to audio/visual recordings of court proceedings ■ structure, roles, functions, procedures and protocols of courts ■ principles of judicial independence ■ public sector legislation, including WHS and environment, in the context of audio and/or visual recording of court proceedings.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment. <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ legislation, policy, procedures and protocols relating to audio/visual recordings of court proceedings ■ access to a live courtroom ■ court audio/visual recording equipment ■ court transcription technology. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide